

EL PASO COUNTY SHERIFF'S OFFICE

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2025 APR 03 PM 12:24

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

**CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA**

9:00 A.M. MONDAY, APRIL 7, 2025

SHERIFF'S HEADQUARTERS

3850 JUSTICE ROAD

SHERIFF'S CONFERENCE ROOM

EL PASO, TEXAS 79938

**Chair
Maria Elvira Williams**

**Commissioners
Ruben Aparicio
Rene Diaz**

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

All matters listed on the Consent or Regular Agenda may be discussed in executive session at the option of the El Paso Sheriff's Office Civil Service Commission and following oral announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

PUBLIC COMMENT

If you are wanting to provide a public comment, you are required to leave a message with your phone number prior to the meeting dialing 888-835-7276 or 888-8 EL PASO. You will be contacted when it is time to address the Civil Service Commission.

Speaking time limits will be observed. During Public Comment, the speaking time limit is five (5) minutes per person. During discussion of an agenda item, the speaking time limit is five (5) minutes per person. Time cannot be delegated from one speaker to another.

CONSENT AGENDA

1. Approve the minutes of the Regular Meeting for the El Paso County Sheriff's Civil Service Commission on January 6, 2025.
-- Ludy Velo, Human Resources

REGULAR AGENDA

2. Discuss and approve the 2025 scheduled calendar for the El Paso County Sheriff's Office Civil Service Commission Meetings.
-- Ludy Velo, Human Resources
3. Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 3 Employment – Hiring Criteria for Detention Officer, Trainee, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.
-- Ludy Velo, Human Resources
4. Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 7 Employment – Equal Employment Opportunity, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.
-- Ludy Velo, Human Resources
5. Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 3 Leave – Leave Leniency, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.
-- Ludy Velo, Human Resources

GRIEVANCE HEARING

EXECUTIVE SESSION

PURSUANT TO TEXAS GOVERNMENT CODE §551.074

6. Discuss a grievance filed on January 14, 2025, by Tamara Salas, SO Court Clerk, Intermediate, pertaining to suspension, improper application of rules, regulations, and procedures and disciplinary actions taken against her without proper cause.
-- (Tamara Salas, Grievant)
(Carlos Madrid, Division Unit Chief, County Attorney's Office)

OPEN SESSION

7. Discuss and take appropriate action on the grievance filed on January 14, 2025, by Tamara Salas, SO Court Clerk, Intermediate, pertaining to suspension, improper application of rules, regulations, and procedures and disciplinary actions taken against her without proper cause.
-- (Tamara Salas, Grievant)
(Carlos Madrid, Division Unit Chief, County Attorney's Office)
8. ADJOURN

**EL PASO COUNTY SHERIFF'S OFFICE CIVIL SERVICE COMMISSION:
NOTICE: CHANGE OF RULES**

FILED FOR RECORD
IN MY OFFICE

**POSTED: Friday, March 21, 2025 – by 5:00 pm
Regular Meeting Agenda
1:30 pm Monday, April 7, 2025**

2025 MAR 21 PM 3:58

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

In accordance with Sec. 1.4.01 of the Civil Service Commission, this notice contains the proposed changes regarding sections in the Civil Service Commission Rules & Regulations. They will be discussed, and appropriate action will be taken at the following regular meeting:

Proposed Change #1: Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 3 Employment – Hiring Criteria for Detention Officer, Trainee, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.

SECTION 3. HIRING CRITERIA FOR DETENTION OFFICER, TRAINEE

2.3.01 To qualify for a position as a Detention Officer, Trainee, applicants must meet all requirements as set forth by the Sheriff and the Texas Commission on Law Enforcement Officer Standards and Education to include but not limited to the below:

- Submit an employment application
- Be a U.S. Citizen
- Be at least 18 years of age
- Have a High School Diploma or passed a general educational development (GED) test indicating high School graduation level
- ~~- Have a minimum of 15 college credit hours from an accredited College or University, or a minimum of two (2) years of Correction or Detention Officer experience, or two (2) years of active military service, or four (4) years of reserve military service with honorable discharge~~
- Successfully complete the Physical Fitness Assessment
- Successfully complete a Preliminary Background investigation
- Successfully complete and pass the Written Exam
- Successfully complete the Oral Interview
- ~~- Pass the Full-Background investigation, to include a polygraph examination~~
- ~~- Pass a polygraph examination if taking a polygraph examination is deemed necessary by the Sheriff~~
- Be accepted pending successful completion of medical and psychological evaluations.

Proposed Change #2: Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 7 Employment – Equal Employment Opportunity, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.

SECTION 7. EQUAL EMPLOYMENT OPPORTUNITY

2.7.01 It is the Office's Policy to provide equal employment to all applicants. As a result, the County will recruit, hire, and promote in all job classifications without regard to race, color, sex, religion, gender, sexual orientation and gender identity/expression, age, national origin, disability, ancestry, marital status, pregnancy, veteran status, genetic information, or any other legally protected characteristic, to ensure compliance with ~~El Paso County Affirmative Action Plan and~~ any applicable Federal and/or State statutes.

- 2.7.02 The preceding policy, however, is not to be construed to prohibit the Office from establishing "bona fide occupational qualifications" that are required to perform a job, in compliance with ~~the El Paso County Affirmative Action Plan~~ and any applicable Federal and/or State statutes.

Proposed Change #3: Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 3 Leave - Leave Leniency, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.

SECTION 3. VACATION LEAVE

5.3.01 Eligibility

Regular full-time and part-time non-elected employees shall be eligible to use vacation leave with pay after 180 days of continuous service with the County.

5.3.02 Accrual Rates

Based on years of service to the County¹, non-elected employees, other than employees covered by the agreement between The County of El Paso, Texas and the El Paso County Sheriff's Officers Association shall accrue vacation leave at the following rates:

FULL-TIME EMPLOYEE:

YEARS

up to 5 years

ACCRUAL RATE

80 hours per year,
earned at the rate of 3.077
hours per pay period, up to a maximum of 160 hours.

5 thru 15 years

120 hours per year,
earned at the rate of 4.616
hours per pay period, up to maximum of 240 hours.

15 years or more

160 hours per year,
earned at the rate of 6.154
hours per pay period, up to a maximum of 320 hours.

PART-TIME EMPLOYEE:

YEARS

up to 5 years

ACCRUAL RATE

40 hours per year,
earned at the rate of 1.539
hours per pay period, up to a maximum of 80 hours.

5 thru 15 years

60 hours per year,
earned at the rate of 2.308
hours per pay period, up to a maximum of 120 hours.

15 years or more

80 hours per year,
earned at the rate of 3.077

¹ See the Reemployment/Reinstatement Policy for accrual rate guidelines for those employees returning to work for the County after voluntary resignation.

hours per pay period up to a maximum of 160 hours.

~~5.3.03~~ Leave Leniency

~~Due to the COVID-19 pandemic, and its effect on Sheriff's employees' ability to utilize vacation during this time, effective August 31, 2020 maximum accrual rates will be increased by 25% for each category above until October 30, 2021. Thereafter, normal maximum accrual rates will resume in accordance with this policy.~~

~~(1) Example: If the current maximum is 160 hours, the maximum rate would increase by 25% or 40 hours for a total of 200 hours.~~

~~(2) Once normal maximum accrual rates resume, any hours accrued in excess of the maximum limit during the leave leniency period shall not be forfeited, but shall remain in the employee's accrual bank for future use.~~

~~a. This leave will be captured under "Vacation Leniency" in Kronos.~~

~~b. Excess hours accrued during the leniency period shall be used first to reduce the total accrued vacation hours.~~

~~c. Vacation accruals will resume in accordance with section 5.3.04 of this policy after excess hours accrued during the leniency period have been used.~~

~~(3) An employee who separates from employment with the Sheriff's Office will be paid for accrued vacation leniency leave balances remaining at the time of separation.~~

5.3.0~~3~~⁴ Accrual Maximums

Vacation leave may be accumulated up to a maximum of two (2) times the annual vacation benefit depending on the length of service. Days earned in excess of the accrued limit will be forfeited.

5.3.0~~4~~⁵ Vacation Requests

An employee must request vacation leave in advance from the Sheriff or his designee. The Sheriff may establish a policy regarding the procedure employees must follow to submit requests for vacation time. Requests for annual leave will not be unreasonably denied; however, Office operations must be considered in granting requests.

5.3.0~~5~~⁶ Payment Upon Separation

After 180 days of continuous service, a non-elected employee who separates from employment with the County will be paid for accrued vacation leave.

Copies of the proposed changes may be picked up in the Human Resources Office of the El Paso County Sheriff's Office at:

Sheriff's Headquarters
3850 Justice Road

Thank you!